

## Guidelines for Manuscript Submission to the *Register of the Kentucky Historical Society*

*The Register of the Kentucky Historical Society* is a peer-reviewed journal that publishes scholarly articles examining the history and culture of Kentucky and its people. Fiction and poetry are not considered, and neither in most cases is material that has been previously published. Articles dealing with genealogy and family history articles should be sent to Don Rightmyer, editor of *Kentucky Ancestors*.

The editors cannot judge article ideas or abstracts; only finished manuscripts must be submitted for consideration. Submission of a manuscript by no means guarantees that it will be published. Manuscripts undergo a rigorous review process, and only some are chosen for publication. For others, rewriting and resubmission may be recommended.

Authors of potential articles for the *Register* need not be professional historians, but all should understand that their work will be judged by professional historians and held to high scholarly standards. Manuscripts passing the initial review by the *Register* editors are sent to scholars with expertise related to the article topic for double-blind peer review. This means that the scholars are not told the identity of the authors and authors are not told the identity of the reviewers. This process can take several months.

### Subject Matter

The subject matter of potential articles can range widely, from broad-based studies to local topics or biographical pieces. Any time period is acceptable, from the frontier era to modern times. The *Register* also publishes edited and annotated diaries, collections of letters, and oral-history transcripts.

There should be a Kentucky connection to the article, but the main action may not necessarily take place in Kentucky. For example, there are articles in the *Register* about Kentuckians in military service overseas and about politicians working in Washington, D.C. The *Register* will also consider articles on broader, regional themes, such as Appalachia, which have a significant Kentucky component.

## Format and Length

Submitted manuscripts should be double-spaced in a standard twelve-point font with footnotes, not endnotes. The author's name should not appear on the title page.

Articles should be no more than ten thousand words, not including notes. The editors may consider longer manuscripts, but they may require substantial cuts before they can be accepted for publication.

## Illustrations and Maps

The editors of the *Register* will consider the use of illustrations and maps which significantly and substantively enhance submitted articles.

Authors are responsible for supplying publication-ready artwork, photographs, or illustrations (digital image files preferred) as well as obtaining and paying for the necessary permissions and reproduction rights for both print and online use. Authors are responsible for supplying suitable captions and credit lines.

## Style Guide

The general style guide for the *Register* is the *Chicago Manual of Style* (16<sup>th</sup> edition, 2010). Here is a checklist of issues which are frequently encountered. Some deal with issues covered in the *Chicago Manual of Style* (CMS) of special relevance for the *Register*. Others deal with particular *Register* stylistic adaptations, and a few relate to general matters of usage.

1. Academic Departments: Use lower case except for words always upper case—department of history, department of English
2. Archives: Check with historical societies and university libraries regarding the preferred form for citing collections. For the Kentucky Historical Society, see 23
3. Authors/editors: The name(s) of editor(s) are cited first where there is no author. However, the citation of anthologies can vary. If an anthology is cited as a work in itself, which has only editor(s), CMS, 14.87 would apply: editor(s), name of anthology, pub data. However, if an essay from an anthology is cited, then CMS, 14.88 and 112 apply: author, name of article, name of anthology, ed. name(s) of editor(s), publication data.
4. Book citations: Use p. and pp. for internal book citations, as in book reviews. Always use city and date only in footnotes, but dates only in citations in text as in book reviews
5. Book prices: In book reviews—semicolon separates cloth and paper prices

6. Book reviews: Page citations in book reviews should be used only with direct quotes; heading—do not use periods with book listings—e.g. (. . . 2010, Pp. x, 318. \$35.00)
7. Brackets: Use in text in parentheses, e.g. (*Uncle Tom's Cabin* [1852])
8. Census records: Cite as 1840 U.S. census, Washington County, Ky., 134.
9. Chapter: CMS abbreviation is chap.
10. Civil War: Upper case Rebel and Federal in Civil War context; see also 29
11. Cold War: Upper case as specific struggle with communism (ca. 1945-90); lower case as a type of conflict: a cold war between the U.S. and Iran
12. Court Decisions: Always use ital, including *v.*(contra CMS, 14.288)
13. Dates: Use month, day, year sequence
14. Decades: Use numbers without apostrophe—1920s
15. Directional adjectives: Do not capitalize southern, northern, etc., but see also 30
16. Dissertations: Spell out word in footnotes
17. Draper Collection: Full name is Lyman C. Draper Manuscript Collection; abbreviate as DC
18. Encyclopedia entries: For encyclopedias with substantial authored entries, CMS (14:248) suggests that it is appropriate to cite articles by author with the form given in CMS (14:112)—author, “title,” in (for example) *The Kentucky Encyclopedia*, ed. John E. Kleber (Lexington, 1992), 201-2. The sub verbo (s.v.) form is still appropriate for older encyclopedias with unsigned entries.
19. Footnotes: Use states with obscure cities but not well-known ones, e.g. Lewiston, N.Y. but just Chicago, Chapel Hill, etc. Use Ky. with Lexington and Frankfort; footnotes and quotes—to cite a footnote in a footnote, use form 67n3; if there is no number for the note, then the citation is simply 358n; use nn for more than one footnote; for references to quotes, cite as Smith, 70-71 (quote, 71)
20. Initials: Use normal spacing—R. M. Smith for personal names; use close style for other initials—U.S., U.N., D.C.
21. Interviews: Cite as— John Doe interview by Richard Roe, place, date, repository
22. Journal names: Use short form for all subsequent citations—*Register*, *Filson*, *JAH*, *JSH*. Develop other abbreviations for journals as needed; always lower case the preceding “the,” e.g. the *Register*
23. Kentucky Historical Society: For manuscript material, cite as Kentucky Historical Society Collections, Kentucky Historical Society, Frankfort, Kentucky (hereafter KHS Collections). For image credit lines, use *KHS Collections*
24. Legal and Land Documents: certificate of settlement, etc., use lower case, not caps.
25. Magazines: Cite dates and pages only, e.g., *Life*, March 24, 1956, 2-5 (no volume number)
26. Military Personnel—Retired: Cite as Colonel (Ret.) John Smith
27. Months: Spell out
28. Multivolume works with different authors and volume titles: Cit as, for example, Marion B. Lucas, *From Slavery to Segregation, 1760-1891*, vol. 1 of *A History of Blacks in Kentucky*, 2 vols. (Frankfort, 1992), page numbers.

29. Newspapers: Use state abbreviation in parenthesis with ital only when state is not obvious—*Lake City (Fla.) Herald*. For newspapers without location indicated, supply city and state in brackets—*Kentucky Gazette* [Lexington, Ky.]. Do not use page numbers
30. North, South, Southerners, Northerners: Upper case in context of political entities, particularly in Civil War context
31. Pages (P. and pp.): Do not use in footnotes but do use in internal citations in text
32. Papers Projects: Always cite the work as a whole first with names of general editors, total number of volumes, then in parenthesis the publication data— place of publication and inclusive dates—along with volume number, title, publication data for specific volume cited, and page number(s). Subsequent references to the same volume need only, the short title with volume and page numbers. Each first citation of other volumes needs only short title, volume number, title, publication data, and page number(s). For example— Clay to Adams, February 2, 1821, James F. Hopkins, et al., eds., *The Papers of Henry Clay*, 11 vols. (Lexington, 1959-1992), vol. 3, *Presidential Candidate, 1821-1825* (Lexington, 1963), 22 (hereafter *Papers of Henry Clay*); Clay to Adams, March 22, 1822, *ibid.*, 181; Clay to Adams, December 19, 1824, *ibid.*, 899. For subsequent references to volumes already cited, give only short title of whole work, volume number, short title of volume, and page numbers.
33. Possessives: Avoid false possessives, e.g., Florida's governor (the governor of Florida). In almost all cases, possessives with an apostrophe s ('s) should be used only for true ownership by a person
34. Reprints: Cite as: (1957; repr., New York, 2008)
35. Series: Spell out series in lower case with ordinals, e.g., 2<sup>nd</sup> series
36. Special Collections and manuscript sources: Cite specific item , followed by full name of collection, repository, and location of repository with first citation followed by (hereafter short name of collection and repository): Robert Smith to Jane Smith, June 8, 1846, J. G. Smith Family Papers, 1890-1896, Library of Congress, Washington, D.C. (hereafter Smith Family Papers, Library of Congress)
37. State abbreviations: Use older form, not postal form (contra CMS, 10.28); abbreviate in footnotes for pub data and repository locations but spell out for repository locations and in text
38. Subheadings: With text—flush left, bold, upper case/lower case; without text, use six centered asterisks
39. The: Do not use “the” with the names of university presses, journals, institutions, or newspapers
40. Volumes: In book reviews and headings, abbreviate volume in lower case—vol. 1 in rom

## Acceptance, Copyright, and Publication

If a manuscript is accepted for publication, the author is expected to sign a standard journal copyright agreement. It is the author's responsibility to obtain the necessary written permissions to quote from unpublished documents, to quote extensively from published material, and to use illustrative material.

Authors receive fifteen offprints of the article and five copies of the issue in which it appears.

## Manuscript Submission

Authors should submit articles in digital form to:

Nelson L. Dawson, Editor  
*The Register of the Kentucky Historical Society*  
Kentucky Historical Society  
100 West Broadway  
Frankfort, KY 40601-1931

For further information, contact Nelson L. Dawson by email ([nelson.dawson@ky.gov](mailto:nelson.dawson@ky.gov)) or phone (502-564-1792, ext. 4415).